

## TAX\$AVE '99 OPEN ENROLLMENT MILESTONES

DATE	EVENT
<b>August 14</b>	Initial Tax\$ave '99 announcement to State employers.
<b>August 20</b>	Begin making reservations to attend a Tax\$ave '99 employer workshop in Newark (9/10/98) Sewell (9/15/98) or Trenton (9/16/98).  Begin scheduling FSIA representatives to conduct employee educational sessions at your work sites.
<b>September 10 - 16</b>	Tax\$ave '99 Employer Orientation Sessions in Newark (9/10/98), Sewell (9/15/98) or Trenton (9/16/98).
<b>September 18</b>	FSIA direct mailing to current FSA enrollees reminding them they must reenroll to continue participation in tax year 1999.  Open Enrollment announcement to employees paid through the State's Centralized Payroll Unit. (Includes Tax\$ave '99 Newsletter, POP and FSA pamphlets as payroll inserts. Also message on pay stub.) Colleges, universities, and Palisades should also distribute payroll inserts.
<b>September 18-October 23</b>	Tax\$ave '99 employee educational sessions at work locations/regional sites.
<b>October 1-November 2</b>	Open Enrollment period.
<b>October 2</b>	Paycheck message reminder for employees paid through the State's Centralized Payroll Unit. (Colleges, universities, and Palisades should also remind employees.)
<b>October 16</b>	Paycheck message reminder for employees paid through the State's Centralized Payroll Unit. (Colleges, universities, and Palisades should also remind employees.)
<b>November 2</b>	FSA Election Form postmark date for enrollment in UMSA and/or DCSA. Last day for current participants to enroll through FSIA's automated voice response unit.  POP Declination Forms due at benefits administrator's office.
<b>November 6</b>	POP Declination Forms due at Centralized Payroll. (Colleges, universities, and Palisades establish own date.)
<b>January 1</b>	1999 Plan Year starts.
<b>January 8</b>	First deductions for 1999 Plan Year for employees paid through Centralized Payroll. (Colleges, universities, and Palisades should begin deductions with first pay period in 1999.)